DOCUMENT RESUME

ED 395 710 PS 024 325

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TITLE	ASQ: Assessing School-Age Child Care Quality. [Team Leader's Resource Manual, Team Manual, Resource Guide and Two Videos.]
INSTITUTION	Wellesley Coll., Mass. Center for Research on Women.
PUB DATE	96
NOTE	367p.
AVAILABLE FROM	The School-Age Child Care Project, Center for Research on Women, Wellesley College, Wellesley, MA 02181 ($99.95; includes the Team Leader's Manual, 5 Team Member's Manuals, Resource Guide, and 2 Videos).
PUB TYPE	Guides - Non-Classroom Use (055) -- Audiovisual/Non-Print Materials (100) -- Tests/Evaluation Instruments (160)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	After School Programs; Educational Environment; *Educational Quality; *Evaluation Methods; Group Discussion; Leadership; Learning Activities; Nutrition; Observation; *Program Evaluation; Program Improvement; Questionnaires; Recreational Activities; Safety; *School Age Day Care; Self Evaluation (Individuals); Staff Development
IDENTIFIERS	Quality Indicators

ABSTRACT

Assessing School-Age Child Care Quality (ASQ) is a five-step process which guides program staff as they evaluate the quality of their program so they can develop priorities and improve achievement of goals. The five steps in the ASQ process are: (1) preparing for program improvement; (2) gathering information; (3) building the Action Plan; (4) taking action; and (5) checking on progress. This set of materials is designed to take school-age child care administration and staff through each of these quality assessment steps. The ASQ Team Leader's Resource Manual details each of the five steps from a staff training perspective. This manual also includes guidelines for program observation, questions for the director, questionnaires for staff, families, and program host, and a self-study summary. The manual also contains a 62-item bibliography. The ASQ Team Manual details the five steps for staff members, including specific goals. The ASQ resource guide annotates materials available in several areas including the developmental needs of school-age children, human relationships, diversity issues, collaboration with families and communities, indoor and outdoor environments, activities, and administration. The first of two videotapes, "Learning to Observe," details how to assess the program's human relationships; indoor and outdoor environments; activities; safety, health, and nutrition; and administration by watching and listening. The second videotape, "Learning to Work as a Team," illustrates the group process and shows how to identify problems and how to reach general agreement. The role of team leader and shared leadership are highlighted, as is managing divisiveness among group members. (HTH)